

File No. 04-1000-20-2025-038

March 10, 2025

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (The "Act")**

I am responding to your request of January 17, 2025 under the ***Freedom of Information and Protection of Privacy Act*** for:

1. **The City's employment policy regarding vacation entitlement, usage, carryover and payout; and**
  2. **Record of total number of City employees\* in each vacation entitlement category\*\* for those eligible to earn vacation.**
- Records as of December 31, 2024.**

**\* Mayor & Councillors, Exempt employees, and CUPE 15 (including administrative and support staff);**

**\*\* The term of service (e.g. length of employment) tiers established that specify the number of paid work days of time off an employee earns each year.**

All responsive records are attached\*.

\*Please note, some of the records responsive to point one of your request, specific to union employees, are publicly available and can be found within the Collective Agreements located at the following links:

- <https://cupe15.org/worksites/vanparkboard/>;
- <https://cupe15.org/worksites/city-of-vancouver/>.

Please also note, the responsive records include two pages pertaining to Vacation Guidelines from the Exempt Employee Handbook.

Regarding point two of your request, City Clerk's Office staff have advised that they are not aware of a vacation policy pertaining to Mayor and Council; however, Council members can ask for Council to approve a Leave of Absence, and if approved, a Council member could be away during that time for either Personal Reasons or Civic Business. Additionally, section 143(4) of

the Vancouver Charter states that a Council member who misses 60 consecutive days or 4 consecutive regularly scheduled meetings could be disqualified from office.

Under Part 5 of the Act, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (2025-038); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

*[Signed by Cobi Falconer]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**

If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

Encl. (Response Package)

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## Vacation Guidelines

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Vacation is an important aspect of supporting our staff's wellbeing and a healthy work environment. The City provides generous vacation entitlements based on years of service in order to ensure that staff have sufficient time away from work each year to rest and recharge. To ensure that these entitlements fulfill their purpose, staff must take their annual vacation: it is the City's expectation that vacation entitlements are used within the year they are earned with the exception of amounts permitted to be transferred to Reserved Vacation (see Reserved Vacation). More information on how vacation entitlements must be used can be found in this section of the handbook.

### ***Current Year Vacation***

Current Year Vacation is the annual vacation entitlement. Staff must fully utilize Current Year Vacation before using Reserved Vacation.

### ***Reserved Vacation***

Unused Current Vacation will be transferred to Reserved Vacation at the end of the calendar year up to the Maximums shown below. Reserved Vacation will hold no more than eight (8) weeks vacation which is intended to allow for extended vacations, subject to approval. There is no deadline to deplete the balance.

Based on annual entitlement, there is a maximum amount of vacation that can be moved to Reserved Vacation each year.

| Annual Entitlement | Maximum Amount to Reserved Vacation |
|--------------------|-------------------------------------|
| 4 weeks            | 1 week                              |
| 5 weeks            | 1 week                              |
| 6 weeks            | 2 weeks                             |

- When Reserved Vacation reaches eight (8) weeks, staff will receive a payout for unused vacation up to the Maximum Amount, based on their annual base salary.
- If a balance remains on termination of employment, Reserved Vacation will be paid out.
- In the case of retirement, Reserved Vacation may be used as paid time off prior to the effective retirement date or paid out.

### ***Maternity/Parental and other extended leaves of absence***

Staff taking a maternity/parental or another lengthy leave of absence, with the exception of those on long term disability who do not receive vacation entitlement, may have additional flexibility around when they must use their vacation entitlements. If this applies to you, please review the [Vacation Guidelines Addendum - Maternity/Parental Leave](#) for more information.

### ***Vacation Year of Termination or Retirement***

Employees whose employment is terminated during the calendar year (either by the employee or by the City) will have their vacation prorated based on one-twelfth ( $1/12$ ) of their vacation for that year for each month or portion of a month greater than one-half ( $1/2$ ) worked to the date of termination.

Vacation earned in the year an employee retires will be prorated according to the number of months on the payroll. Vacation earned while running out banks may be taken as time off in the year the employee stops actively working, but any vacation earned in the next calendar year will be paid out.

## Vacation - Exempt

### Vacation - Exempt

The City provides generous vacation entitlements based on years of service in order to ensure that staff have sufficient time away from work each year to rest and recharge. For detailed information about your vacation entitlement, check the [Exempt Employee Benefits Handbook](#).

- Visit the [Employee Self Service portal \(click on SAP S/4 HANA Fiori LPD\)](#) to check your vacation quotas under My Paystubs

Managers can view quota balances for their direct reports via the My Reporting Tile in Fiori. Review the [instructions](#) for viewing the quota balances.

### Questions

If you have any questions about your vacation, contact [compensation@vancouver.ca](mailto:compensation@vancouver.ca) or your HR Consultant.

For information about vacation administration changes effective January 1, 2012, refer to [Exempt Frozen Vacation](#).

### Vacation Entitlement

Applicable to Regular Full-Time Employees, and Temporary Full-Time Employees hired for one year or more:

|                     |                  |
|---------------------|------------------|
| First calendar year | 4 weeks prorated |
| 2 to 5 years        | 4 weeks          |
| 6 to 15 years       | 5 weeks          |
| 16 years and above  | 6 weeks          |

Applicable to the City Leadership Team:

|                     |                  |
|---------------------|------------------|
| First calendar year | 5 weeks prorated |
| 2 to 9 years        | 5 weeks          |
| 10 years and above  | 6 weeks          |

For staff hired July 1, 2023, or prior, refer to the [Exempt Vacation 2023 FAQs](#).

Temporary Full-Time employees hired for less than one year are paid an amount equal to 8% of their regular earnings in lieu of vacation. At the point a Temporary Full-Time Employee's contract is extended over one year the payment will cease and the employee will be entitled to the vacation indicated above.

For more information, refer to:

- [Exempt Benefits and Vacation update email from Andrew Naklicki, Chief Human Resources Officer \(June 2023\)](#)
- [Annual Guidelines for Exempt Vacation Usage email from Andrew Naklicki, Chief Human Resources Officer \(August 2023\)](#)

### Definitions

|                       |   |
|-----------------------|---|
| Current Year Vacation | The SAP quota that holds the annual vacation entitlement.   |
| Rollover Balance      | The vacation balance beyond the minimum (3 weeks) usage remaining as of December 31.  |
| Reserved Vacation     | The SAP quota that holds the vacation an employee may keep that is beyond the minimum usage. The Reserved Vacation quota may hold up to eight weeks. There is no deadline to deplete the balance. |



|                        |  |
|------------------------|--|
| Previous Year Vacation | The SAP quota that holds the vacation entitlement beyond the minimum usage requirement and beyond the eligible amount for Reserved Vacation that remains unused as of December 31. This quota must be depleted by March 31 of the following calendar year or it will be forfeit. |
|------------------------|--|

### Minimum usage requirement

All staff (except new hires) must take a minimum of three weeks of vacation annually.

Managers must ensure their staff are compliant and schedule vacations for their staff to ensure compliance by December 31 and can view quota balances for their direct reports via the My Reporting Tile in Fiori.

- Read [instructions](#) for viewing the quota balances

Exempt staff who begin their employment between January 1 and June 30 must take a minimum of 2 weeks' vacation by December 31 in the year they are hired.

Exempt staff who begin their employment July 1 or later are not subject to the minimum usage requirement by December 31 of the year they are hired.

### Year-end process

At the end of each calendar year, rollover balances are moved to Reserved Vacation based on maximums:

| Employee's Annual Entitlement | Maximum Amount to Reserved Vacation |
|-------------------------------|-------------------------------------|
| 4 or 5 weeks                  | 1 week                              |
| 6 (or 7) weeks                | 2 weeks                             |

When an employee reaches 8 weeks of Reserved Vacation, any excess will be paid out up to the maximum. These payments will be made as soon as possible following year end and after pay period 2.

Reserved Vacation balances may be taken as time off based on operational feasibility and only after the current year entitlement has been completely depleted.

Reserved Vacation may be paid out upon employee request using the [Leave Bank Payout Request](#) form.

If a balance remains on termination of employment (including retirement), the Reserved Vacation quota will be paid out in cash.

Staff who have been compliant with the minimum usage and have had their Rollover Balance transferred to Reserved Vacation or paid out may still have a balance on December 31.

That balance will be transferred to a quota called Previous Year Vacation and must be used as time off by March 31 of the following year. If the balance remains on April 1, it will be forfeit.

### **Example 1**

Vacation Entitlement in 2024: 5 weeks

Vacation Usage in 2024: 3 weeks

- At the end of 2024, 1 week will be transferred to Reserved Vacation
- The remaining 1 week (= 5 weeks entitled - 3 weeks taken - 1 week to Reserved Vacation) will be transferred to Previous Year Vacation

For all new exempt staff, the Rollover Balance will be transferred to Reserved Vacation up to the Maximum Amount. Anything beyond the Maximum Amount will be transferred to the Previous Year Vacation quota, which must be used by March 31 of the following year.

### **Example 2**

Start Date: Sep 20, 2026

Vacation Entitlement in 2026: 4 weeks prorated =  $4 \text{ weeks} \times (3/12) = 1 \text{ week}$

Vacation Usage in 2026: None

- At the end of 2026, 1 week will be transferred to Reserved Vacation

### **Example 3**



Start Date: Mar 1, 2023

Vacation Entitlement in 2023: 6 weeks prorated =  $6 \text{ weeks} \times (10/12) = 5 \text{ weeks}$

Vacation Usage in 2023: 2 weeks

- At the end of 2023, 2 weeks will automatically be transferred to Reserved Vacation
- The remaining 1 week (= 5 weeks credited - 2 weeks taken - 2 weeks to Reserved Vacation) will be transferred to Previous Year Vacation

#### **Example 4**

Start Date: July 10, 2025

Vacation Entitlement in 2025: 4 weeks prorated =  $4 \text{ weeks} \times (6/12) = 2 \text{ weeks}$

Vacation Usage in 2025: None

- At the end of 2025, 1 week will automatically be transferred to Reserved Vacation
- The remaining 1 week (= 2 weeks credited - 1 week into Reserved Vacation) will be transferred to Previous Year Vacation

#### **Maternity, Parental and other ESA leaves**

Exempt staff who have been on extensive leave will be subject to variations to the above guidelines.

Review the [Vacation Guidelines Addendum - Maternity/Parental Leave](#) for more information or speak to your HR Consultant to discuss specific circumstances.

#### **Vacation in the year of retirement or termination**

Employees whose employment is terminated during the calendar year (either by the employee or by the City) will have their vacation prorated based on one-twelfth of their vacation for that year for each month or portion of a month greater than one-half worked to the date of termination.

Vacation entitlement for the year an employee retires will be prorated according to the number of months on the payroll. If running out Reserved Vacation or other quotas causes the employee to stay on payroll into a new calendar year, and vacation entitlement applicable to the new calendar year will be paid out in a lump sum.

| <b>Exempt Vacation Group</b> | <b># of Active Employees as of Feb 21, 2025</b> |
|------------------------------|---|
| First calendar year          | 152   |
| 2 to 5 years                 | 422   |
| 6 to 15 years                | 546   |
| 16 years and above           | 320   |
| <b>Grand Total</b>           | <b>1440</b>                                     |

| <b>CUPE 15 Vacation Group</b>               | <b># of Active Employees as of Feb 21, 2025</b> |
|---|---|
| 1st Year                                    | 102   |
| 2nd year up to and including the 7th year   | 1047  |
| 8th year up to and including the 15th year  | 648   |
| 16th year up to and including the 23rd year | 394   |
| 24th year and all subsequent years          | 285   |
| <b>Grand Total</b>                          | <b>2476</b>                                     |